

- 1. Purpose** Verus Nursing Travel Policy outlines the requirements for domestic and international travel when representing Verus Nursing. It ensures that:
  - Verus Nursing representatives are provided with the best available service at the lowest possible costs; and
  - Effective, efficient, and consistent travel management is introduced across the health service.
- 2. Scope** This policy applies to all Verus Nursing representatives travelling on behalf of, or recruited by Verus Nursing

### **3. Policy Statement**

All travel:

- a. unless specified otherwise, will be booked by either Verus People or you (the Agency Worker);
- b. will be in accordance with the Verus People Travel Policy;
- c. may be booked one way at a time to allow for any change in the contract end date unless otherwise stated by the client;
- d. includes: **return economy (restricted fare class) flights** with the most cost effective carrier on the day including Jetstar for the Agency Worker only;
- e. Any travel paid for by a candidate and requires reimbursement will need to be applied for by submitting a tax receipt outlining the details including costs. Screenshots and bank records will not be accepted.

If you are booking your travel directly, you must:

- provide your VP Consultant with a quote PRIOR to confirming and paying for your booking that is clearly itemised. If the costs exceed what Verus People would have booked for the equivalent flight or accommodation, you may be asked to pay the difference.
- provide your VP Consultant with a tax invoice of your booking and a completed Verus expense claim form.
- Accommodation is room only and should not include any meals or parking charges. Verus People do not book any AirBnB accommodation. This type of accommodation needs to be booked by the Agency Locum and any negotiated amounts will be reimbursed on the acceptance of the required appropriate invoice.
- Car rental is not covered by Verus People, unless it has been pre-approved in writing by a Verus People consultant and has been approved by management. It must be booked and paid for by the Agency Locum and all liability for the vehicle will be the responsibility of the Agency Locum.

- 4.** This policy applies to (is available to) all Verus People Candidates who have accepted a contract assignment and signed their placement schedule.
- 5.** Travel refers to all en-route travel from any capital city (as defined below) within Australia and/or New Zealand – fuel (equivalent to Best Fare of the Day and identified in candidate agreement) OR flights (economy class only with the most cost effective carrier on the day) OR public transport and applicable en-route taxis ONLY from the candidate's closest airport to the placement location and return to the same airport. Baggage that exceeds the allocated fare amount will be charged to the candidate, Verus People will not cover any excess baggage. Taxis to/from home are not included.
- 6.** All travel must be in the name of the candidate, as per ID (Driver's license or passport)
- 7.** The candidate must submit their travel claims and expense form to Verus People within 7 days of successful placement completion.
- 8.** Once all documentation has been received and approved by Verus People, the candidate will be reimbursed for their travel within 20 business days.
- 9.** Travel entitlements apply to specified placements ONLY, as outlined in the candidate agreement. Travel must be completed within 7 days of the end date of the placement, after such time it is the candidate's financial responsibility to arrange their travel home. Verus People will not be obligated to provide any financial travel assistance after this time.
- 10.** Candidates who do not meet the criteria of Verus People's travel policy will have their claim rejected.
- 11.** Candidates requiring changes or cancellations to their pre-existing booking must discuss with their Verus consultant. All changes and cancellations are to be made or approved by their Verus consultant only and you will be required to pay for any related fees and charges including the full airfare in the case of cancellations. If you require an emergency cancellation or a change within 24 hours of departure you should contact your Verus consultant first or alternatively 1000 Miles to discuss the options available.
- 12.** Candidates are wholly responsible for any damage caused to any property they stay in. Whether this be by their own hand or that of visitors or pets. Damage costs and/or bonds will be the responsibility of the candidate.
- 13.** Candidates who wish to take some personal time at the end of their placement to enjoy some recreational activities are encouraged to do so. Please discuss this with your Verus consultant ahead of your booking. Verus will not cover accommodation costs however we will cover the cost of the airfare up to the amount of what it would have been if you had left within 7 days of the end of your placement. Candidates will be responsible for the cost difference if there is one.
- 14.** Candidates who do not meet Verus People's strict compliance requirements will have their claim rejected.

- 15.**Candidates who do not meet Verus People's compliance requirements and this affects the start date of their placement or the placement is cancelled, they will be required to pay back any travel outlaid by Verus People or relevant Health Service.
- 16.**Candidates who do not complete their placements successfully and in its entirety may have their claim rejected and may be required to pay back any travel outlaid by Verus People or relevant Health service.
- 17.**Candidates who utilise airline/travel/bank/rewards points for travel bookings related to placements (e.g., Qantas Frequent Flyer, NZ Air Points, Flybuys points) will be reimbursed the lowest economy fare cost of that day.

Capital cities include:

<b>State</b>	<b>City</b>
ACT	Canberra
NSW	Sydney
NT	Darwin
QLD	Brisbane
SA	Adelaide
TAS	Hobart
VIC	Melbourne
WA	Perth
<b>New Zealand*</b>	
North Island	Auckland
North Island	Wellington
South Island	Christchurch

\* When travelling from New Zealand, Verus People will only cover the travel costs to the east coast of Australia for placements of 12 weeks or more.